



Institute
and Faculty
of Actuaries

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General Insurance Board – Deputy Chair

We are seeking to appoint a proactive, innovative volunteer to take on the role of Deputy Chair of the General Insurance Board, with a view to progressing to the role of Chair.

“Task” and “Person” Specification:

“Task” Specification

As well as tasks which the Board members are asked to undertake, the Deputy Chair will also specifically be asked to take on the following duties to assist the Chair and aid the transition into the role of Chair in due course.

This will include:

- collaborating with the Chair to identify which specific area the Deputy could take responsibility for (e.g. the future strategy of the Board)
- shadowing the Chair and making plans for transition to the role of Chair
- acting as Chair at meetings in the Chairs' absence. This may require the Deputy Chair to 'stand-in' at short notice
- ensuring the Board considers life long learning opportunities for practice area members, and highlights this requirement through each strand of work
- exploring how the Board can build consensus and effectively communicate the benefit of shared actuarial development, in GI and across the other practice areas.

Time Commitment

Volunteers will be expected to participate in bi-monthly meetings which last three hours and thirty minutes. There may be additional informal meetings required depending on demand.

Meetings will be by conference call to allow us to widen this opportunity to all members. Conference calls will be arranged at a mutually convenient time for all involved. If you live or work near to one of the IFoA offices, you are welcome to make use of our facilities for the call. Similarly, if more than one member of the Board is based close to each other, you may agree to meet up and dial in together, but there will be no requirement for volunteers to meet in one place.

Tenure

This is a two year appointment as Deputy Chair with the expectation that the volunteer will then move into the role of Chair for a further two years.

“Role of Chair”

The appointment of Deputy Chair is a good stepping stone to becoming Chair and it is hoped that the Deputy will become Chair. As such, the Deputy should be mindful of the Terms of Reference for this Board and its reporting structure. The Task and Person Specification for the Chair is available if a potential volunteer would like to view it.

Once in post, if a Deputy Chair feels they need support in any aspect of the role, they should speak with their Chair and/or key Executive staff supporter, and the IFoA will try to provide the necessary support and, in some cases, training.

“Person” Specification

The Deputy Chair will be selected by the current Chair together with a senior member of the Executive staff and approval will also be required by the Management Board. The successful volunteer must meet the following requirements:

- be a Fellow or Associate of the IFoA
- have an excellent network and profile in the General Insurance practice area
- be able to chair a meeting effectively and ideally has acted in the role of Chair on another IFoA committee or working party
- have a broad understanding of GI matters in the wider context of the profession
- have a collegiate approach and a desire to foster a sense of community amongst members of the Board and to deliver a service which benefits members in the UK and internationally
- work proactively to ensure the Terms of Reference are at the focus of activities and that the Board is supporting the IFoA's strategy and corporate plan
- network on behalf of the IFoA to keep abreast of emerging issues, including horizon scanning, and 'hot topics' of relevance to the practice area
- be able to delegate tasks to Board members and be able to meet strict Board deadlines.

In addition to the above, the Task and Person Specification details for members of the Board will also apply. Please ask to view a copy if you are not familiar with them.

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